

**PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE**

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Steve Parrish

DATE: March 24, 1993

FROM: Mary Pottorff

cc: B. Pages C. Purcell  
D. Keane L. McAlpin ✓  
M. Logue

SUBJECT: FEBRUARY ACTIVITIES

1. Received complaint about air quality at 120 Park. (Actually, it was a memo passing along various rumors that 120 Park is a "Sick Building." A rumor with which the author concurred.) Discussed with Troy Morelli and am working with him and HBI to address the issue.
2. Discussed with *This is a hard* Corporate policy on workplace  
smoking --- a *copy of fax sent* why of accommodation --- to be  
communicated *sent 3/30 11:30 AM* d to revisit the issue with G. Bible.  
Discussed same is drafted a letter for GCB to send to  
International cc letter.
3. Met with Bill T discuss IAQ and controls. Set up  
meeting between Staefa and Taylor's group. (The meeting postponed because  
of change in top management at Staefa.)
4. Continued discussion with vendors and C. Hayward re FACT  
modifications/enhancements.
5. Continue to work with Halton and HBI re Smoking Lounge design.
6. Participated in H. Burnley preparation for FACT presentation in Brussels.
7. Met with Pages, Holcomb and Robertson to discuss IAQ and ETS issues and  
support material.
8. Discussed at length the CECM (read Sharon Boyse) proposed airline paper  
with Tony Andrade. Once again, we will try to explain that it is not a helpful  
document.
9. Commented on Benda magazine supplement re Smoking Lounges.
10. Participated in Covello training session of Winokur/Merlo.
11. Assembled support material for ETS Conference risk communication  
exercises.
12. Participated in ETS CA conference. Presented two programs: FACT and The  
Workplace Environment.

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